

**Subject card**

<b>Subject name and code</b>	Establishing and conducting economic activity - workshop classes, PG_00133168						
<b>Field of study</b>							
<b>Date of commencement of studies</b>	October 2024	<b>Academic year of realisation of subject</b>			2025/2026		
<b>Education level</b>	Bachelor's studies	<b>Subject group</b>			Obligatory subject group in the field of study		
<b>Mode of study</b>	full-time studies	<b>Mode of delivery</b>			at the university		
<b>Year of study</b>	2	<b>Language of instruction</b>			Polish		
<b>Semester of study</b>	4	<b>ECTS credits</b>			2.0		
<b>Learning profile</b>	practical	<b>Assessment form</b>			credit		
<b>Conducting unit</b>	Faculty of Law and Administration -> Rector						
<b>Name and surname of lecturer (lecturers)</b>	<b>Subject supervisor</b>		mgr Joanna Kiraga				
	<b>Teachers</b>		mgr Joanna Kiraga				
<b>Lesson types</b>	<b>Lesson type</b>	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	<b>Number of study hours</b>	0.0	30.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
<b>Learning activity and number of study hours</b>	<b>Learning activity</b>	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	<b>Number of study hours</b>	30		0.0		20.0	50
<b>Subject objectives</b>	The purpose of the course is: to familiarize students with the basic legal regulations governing the undertaking and performance of business activities, to impart knowledge on the organizational and legal forms of conducting business activities, to develop practical skills in establishing, registering and conducting business activities, to develop competencies in analyzing and interpreting the regulations on running a business, including tax, insurance and record-keeping obligations, to prepare students to recognize administrative and legal barriers related to business activities and methods to overcome them, and to shape entrepreneurial attitudes and responsibility for business decisions in the legal, economic and ethical context.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	ADMINL3_UO08	The student: cooperates in a professional environment, performing various team roles, is able to adapt the language of expression to the level of knowledge of the recipient (specialist or layman), participates in the activities of administrative institutions with respect for organizational and ethical principles, builds professional relationships based on mutual respect and effective communication.	[SU1] oral statement/conversation/discussion [SU6] demonstration of practical skills
	ADMINL3_UW02	Students are able to use basic theoretical knowledge of administration and related scientific disciplines (e.g., law, economics, social sciences) to analyze and interpret problems related to administration in the broadest sense.	[SU5] implementation of a problem task
	ADMINL3_UO09	The student is able to effectively plan and organize his professional work and coordinate the activities of the team with which he works, taking into account the objectives, resources and deadlines for the implementation of tasks.	[SU8] observation of student's independent or team work
	ADMINL3_UU10	The student is aware of the level of his knowledge and skills, recognizes his own limitations and understands the need for continuous improvement and lifelong learning in order to effectively carry out professional and social tasks.	[SU2] presentation/project/paper/report [SU4] test/exam - oral or written
	ADMINL3_KO06	The student is aware of the importance of taking action in accordance with the principle of the common good, protecting the public interest and the legitimate interests of the individual, and is guided by these values in making administrative and professional decisions.	[SK3] text preparation/written work
	ADMINL3_KK01	The student recognizes situations that require consultation with professionals (e.g., lawyers, technical specialists, auditors), is able to properly communicate with experts, formulating questions and expectations in a factual and professional manner, demonstrates openness to interdisciplinary cooperation and readiness to work as part of a specialized team.	[SK1] oral statement/conversation/discussion
	ADMINL3_KO05	The student is ready to develop and implement social, civic, legal and economic projects related to the functioning of public administration and its cooperation with the socio-economic environment.	[SK6] demonstration of practical skills
	ADMINL3_UK04	The student is able to identify, analyze and clearly and responsibly communicate moral and legal dilemmas that arise in professional work, taking into account applicable ethical norms, laws and the common good.	[SU1] oral statement/conversation/discussion [SU6] demonstration of practical skills
	ADMINL3_KR04	The student perceives and formulates moral problems and ethical dilemmas related to the performance of his own and others' professional duties, and reflects on possible solutions, guided by the principles of ethics and social responsibility.	[SK1] oral statement/conversation/discussion [SK2] presentation/project/paper/report

Course outcome	Subject outcome	Method of verification
ADMINL3_UW01	The student: identifies social phenomena relevant to the functioning of public and non-public administration, interprets their causes, consequences and dynamics using knowledge of social and administrative sciences, understands how social processes affect administrative decisions and actions, is able to draw conclusions helpful in planning public policies and actions of institutions.	[SU3] text preparation/written work
ADMINL3_KK02	The student responsibly prepares to perform professional tasks, appreciating the importance of theoretical and practical knowledge as the basis for effective problem solving in professional work.	[SK2] presentation/project/paper/report
ADMINL3_WK12	The student knows and understands the basic principles of formation and development of forms of individual entrepreneurship, in particular sole proprietorship and civil partnership.	[SW3] text preparation/written work [SW5] implementation of a problem task
ADMINL3_KK03	The student is ready to take on professional challenges in the field of administration, shows initiative, commitment and perseverance in the implementation of both individual and team tasks.	[SK5] implementation of a problem task
ADMINL3_UW03	The student: searches, analyzes and selects information from literature, legal acts, databases and the Internet, uses digital tools (e-learning platforms, repositories, applications to support learning and work), develops linguistic competence in professional language, improves skills in lifelong learning mode.	[SU2] presentation/project/paper/report [SU3] text preparation/written work
ADMINL3_UK06	The student has the ability to draft typical letters and prepare oral speeches in Polish and foreign languages, adequate to professional situations in public administration and related institutions.	[SU1] oral statement/conversation/discussion [SU2] presentation/project/paper/report [SU5] implementation of a problem task
ADMINL3_KO07	The student is aware of the importance of an entrepreneurial attitude in professional and social life and is ready to take initiatives, think innovatively and act with efficiency and responsibility in mind.	[SK5] implementation of a problem task

Subject contents	<ol style="list-style-type: none"> <li>1. Legal basis of economic activity in Poland <ul style="list-style-type: none"> <li>• Constitutional and statutory bases for freedom of economic activity</li> <li>• Law - Law of entrepreneurs</li> <li>• Central Register and Information on Economic Activity (CEIDG) and the National Court Register (KRS)</li> </ul> </li> <li>2. Forms of conducting business activity <ul style="list-style-type: none"> <li>• Natural person conducting business activity</li> <li>• Commercial law companies (general, partnership, limited partnership, limited liability company, joint stock company)</li> <li>• Unregistered activity</li> </ul> </li> <li>3. Registration and starting a business <ul style="list-style-type: none"> <li>• Procedure for setting up a business (step by step)</li> <li>• NIP, REGON, ZUS - recording and registration duties</li> </ul> </li> <li>4. Obligations of the entrepreneur <ul style="list-style-type: none"> <li>• Obligations towards ZUS, US and other institutions</li> <li>• Bookkeeping and documentation</li> <li>• Compliance with labor and consumer protection laws</li> </ul> </li> <li>5. Institutional and market environment of the entrepreneur <ul style="list-style-type: none"> <li>• Public and private support (incubators, PARP, labor offices)</li> <li>• The role of public administration in shaping business conditions</li> </ul> </li> <li>6. Ethics and responsibility in business <ul style="list-style-type: none"> <li>• Social responsibility of the entrepreneur</li> <li>• Counteracting unfair competition and corruption</li> </ul> </li> <li>7. Termination of business <ul style="list-style-type: none"> <li>• Liquidation, suspension and bankruptcy of the entrepreneur</li> <li>• Final obligations of the entrepreneur</li> </ul> </li> </ol>		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	Test	51.0%	100.0%
Recommended reading	Basic literature	<p>R. Blicharz, A. Powałowski (red.), <i>Prawo przedsiębiorcy</i>, C.H. Beck, Warszawa 2020 r.</p> <p>A. Powałowski, H. Wolska (red.), <i>Przedsiębiorcy i ich działalność</i>, C.H. Beck, Warszawa 2020 r.</p> <p>A. Powałowski (red.) <i>Leksykon prawa gospodarczego publicznego. 100 podstawowych pojęć</i>, C.H. Beck, Warszawa 2019 r.</p> <p>P. Mućko, A. Sokół, <i>Jak założyć działalność gospodarczą w Polsce i wybranych krajach europejskich</i>, CeDeWu, Warszawa 2023 r.</p>	
	Supplementary literature	<p>J. Glumińska-Pawlic (red.), <i>Działalność gospodarcza w sektorze MŚP. Praktyczne aspekty tworzenia, funkcjonowania i likwidacji przedsiębiorstwa</i>, Wolters Kluwer, Warszawa 2019 r.</p>	
	eResources addresses		
Example issues/ example questions/ tasks being completed			
Work placement	Not applicable		

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